

REQUEST FOR QUALIFICATIONS

Addendum # 1



Department Of Executive Services
Finance and Business Operations Division
**Procurement and Contract Services
Section**
206-684-1681 TTY RELAY: 711

DATE ISSUED: August 31, 2006

RFQ Title: **King County Sheriff's Office Operational Master Plan**
Requesting Dept./ Div.: **King County Office of Management & Budget**
RFQ Number: **145-06RLD**
Due Date: **September 12, 2006 – no later than 2:00 P.M.**
Buyer: Roy L. Dodman, roy.dodman@metrokc.gov (206) 263-4266

This addendum is issued to revise the original Request for Qualifications, dated August 17, 2006, as follows:

1. The proposal opening date remains the same: Tuesday, September 12, 2006, no later than 2:00 p.m. exactly.

The following information is provided in response to questions received

Q1: Are consultants being hired as "staff" to assist with this project, or are consultants developing the OMP independently? (note the top of page 6 - it appears that consultants would act as 'research staff').

R1: *The Consultant is an independent contractor. King County staff has done some work on the OMP. As stated in Section II, Part 8 – Proposed Consultant Scope of Work, Item A, Overview of Consultant Deliverables:*

“The OMP document will be written by King County staff as directed by the Steering Committee. The Consultant deliverables will inform the OMP document”.

King County staff will create the actual OMP document. The Consultant products will be used to assist in the development of the OMP. The products and work of the Consultants should act as a basis for the OMP as directed by the Steering Committee.

(continued on page 2)

TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

Sealed submittals will only be received by:

King County Procurement Services Section, Exchange Building, 8th floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

Company Name

Address

City / State / Postal Code

Signature

Authorized Representative/Title

Email

Phone

Fax

This Request for Qualifications – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

Q2: Given the financial limit which is described in the RFQ, who will determine what tasks to assign to the consultant, and what level of that funding shall be allocated to each task?

R2: Once a consultant(s) is/are selected, the consultants are asked to propose the level of resources to apply to each task and negotiate final allocation with the County in the contracting phase. The specific task break out will be a collaborative process between the selected consultant and King County.

Q3: Does the County intend that the Letter of Interest, the Statement of Qualifications and the List of References be submitted as three separate documents, or should they be consolidated into a single response document? (please note page 9)

R3: Each Applicant shall submit:

- *one (1) original Letter of Interest with ten (10) copies*
- *one (1) original Statement of Qualifications (as detailed in the Evaluation Criteria section) with ten (10) copies, and*
- *one (1) original list of three references with one (1) copy.*

Thus, there are TEN copies EACH of the Letter of Interest and Statement of Qualifications and ONE copy of the List of References.

Q4: There is a reference to project completion by March 2007 and another reference to meetings through 2007 - which point is the expected end-date of the assignment?

R4: March 2007 is the targeted completion date of the work. Additional meetings and/or post work wrap up, may be needed to brief elected officials and/or other stakeholder groups. As stated on in Section II, Part 10 – Evaluation Criteria, Item D., Organizational Capacity:

“It is anticipated that you will need to attend several key meetings and briefings in Seattle through April of 2007”.

Q5: When the RFQ asks how operational changes might impact facility needs, is a comprehensive space analysis envisioned or is the County looking for a general needs assessment?

R5: The County expects an impact analysis on what an anticipated change might mean to a facility. An OMP in King County does not include comprehensive space analysis.

Q6: What are the proposed timeframes for each of the three deliverables outlined in the RFP?

R6: Once a consultant(s) is/are selected, the consultants are asked to propose the timeframes for each task and negotiate final allocation with the County in the contracting phase. The specific task break and their time frames will be a collaborative process between the selected consultant and King County.

Q7: Has a detailed work plan been developed or will the work plan be developed in conjunction with the consulting team?

R7: It will be developed with the selected consultant.

Q8: Who will serve as the lead and primary contact within the Sheriff's Dept. for the consultant?

R8: As noted on in Section II, Part 5 – Project Structure, Item B: Project Work Group:

“The King County Office of Management and Budget will provide project management and contract authority for the OMP project consultants”.

Specifically, the primary contact and lead for the entire project is the project manager within the Office of Management and Budget. Additionally, the consultant(s) will work with the project team which includes staff from the King County Sheriff's Office.